

## **PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, April 29, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Tom Lund, Jack Krueger, Tony Theisen, Kris Schuller, Mark Tumpach  
**Also Present:** Supervisors Nicholson, Andrews, Wetzel, Fewell,  
Jayme Sellen, John Luetscher, Kerry Blaney, Bill Dowel, John Machnik,  
Jackie Scharping, Sandy Juno, Darlene Marcelle, Bob Heimann,  
Carolyn Maricque, Robyn Hallet, Rob Strong, Jacob Lopez,  
Cheryl Corbeille, Other Interested Parties

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I. **Call Meeting to Order:**

The meeting was called to order by committee member Tom Lund at 5:30 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to approve.  
Vote taken. **MOTION CARRIED UNANIMOUSLY.**

III. **Election of Chair:**

Motion made by Supervisor Theisen to nominate Tom Lund as Chairman of the Administration Committee.

Motion to cast unanimous ballot made by Supervisor Krueger and seconded by Supervisor Theisen.

IV. **Election of Vice Chair:**

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to nominate Jack Krueger as Vice-Chairman of the Administration Committee.

Motion to cast unanimous ballot made by Supervisor Theisen and seconded by Supervisor Schuller.

V. **Set date and time for regular meetings:**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen that the Administration Committee meetings be held on the fourth Thursday of the month at 5:30 p.m. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

VI. **Approve/Modify Minutes of March 25, 2010:**

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

1. **Review of Minutes**

- a. **Housing Authority (March 15 & March 23, 2010).**

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to approve.**

**Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Communications**

2. **Communication from Supervisor Lund - To refer to Administration that any employee who would voluntarily submit to a yearly health assessment and maintains a proper weight and level of fitness would be eligible for reimbursement regardless of affiliation with a health club.**

Chairman Lund requested this matter be held for one month for further information.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to hold for a month. Vote taken. MOTION CARRIED UNANIMOUSLY.**

3. **Communication from Supervisor Andrews – To require all contracts for services provided to the County to be re-bid at least or put to RFP every 3 years. *Referred from April County Board.***

Supervisor Andrews informed the committee she has had a conversation with Cheryl Corbeille, newly hired Purchasing Manager with Brown County (information attached). An effort was discussed which would establish a new policy/purchasing standard which would require a new RFP when a contract is at the 3 year mark. This would assure the best use of the County's dollars. Before making any decision, it is suggested that a detailed analysis be completed to assure that the Purchasing Department can support this activity. A list of open and expired contracts is presently being compiled. If analysis would show that the Purchasing Department cannot support this change, Corbeille suggests that a decision be made when contracts are at the 3 year mark to decide which ones make sense to send out for another RFP and when it makes sense to go out 5 years based on the service and/or commodity provided. The analysis work will be forwarded by May 21<sup>st</sup>.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to refer to staff for a report next month. Vote taken. MOTION CARRIED UNANIMOUSLY.**

4. **Communication from Supervisor Wetzel – To direct staff to develop a 3, 5, and/or 7 year working budget plan. *Referred from April County Board.***

Supervisor Wetzel requested this item be delayed one month.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to refer to the May meeting. Vote taken. MOTION CARRIED UNANIMOUSLY.**

5. **Communication from Supervisor Nicholson re: Review the funding of the Housing Authority. *Referred from March Admin Cmte & April County Board.***

*(Per Supervisor Nicholson's request this section has been transcribed basically "word for word")*

Supervisor Nicholson, along with members of the Housing Authority, Robyn Hallet (Housing Administrator), Rob Strong (City of Green Bay Planning Director), and Jacob Lopez (Intern) addressed the committee.

For the benefit of new members, Supervisor Theisen explained that the Housing Choice Voucher Program was previously known as Section 8. It is a federally funded program by which the government gives County Housing Authorities so much money (Brown County gets \$13 million). Criteria is set and qualified people receive a subsidy for rent. Over the years, it has been felt that some neighborhoods have a high density of program renters.

Rob Strong indicated that he has in the past made a presentation to the County Board and would be happy to share that information with new members. He explained the program is complicated, that it has been around since the mid 70's, and is a program to assist people with low income to get into housing that is decent, safe, and sound. Housing is required to be kept in good repair and annual inspections are conducted. Applicants are screened for criminal records and those who have one are not eligible for vouchers. Strong stated that Housing Allowance has a contract to complete investigations if there are any complaints, or if fraud is suspected. Steps have been taken to improve the integrity of the program.

Ms. Hallet presented information related to questions asked at the previous meeting

- a. Where are the majority of recipients located? A map which demonstrates where in the County many Housing Choice recipients are located was distributed. Supervisor Lund pointed out it appears to be a corridor in the downtown sector. Ms. Hallet stated this is to be expected as the City of Green Bay would have the largest number of rental units available and secondly, units in outlying areas tend to be more pricy. The Housing Choice Program subsidizes to a certain dollar amount.
- b. How does Brown County compare to similar sized counties? Ms. Hallet distributed a chart explaining that the number of vouchers held by Brown County was compared to the total number of other assisted housing available, including low income tax credits, Section 202 Elderly Housing, Section 8 Moderate Rehabilitation and Construction, as well as public housing. Comparisons of total number of vouchers as well as total number of assisted housing were made with nine other counties of similar size in Wisconsin and in the nation with a population between 235,000 and 255,000. Chairman Lund pointed out that when reviewing the numbers, Brown County appears to receive a similar amount of vouchers as other areas of the same size.

Rob Strong explained that Brown County was one of the pilot communities for the Section 8 program which started in the 70's. Because of that length of time, Brown County has a larger share of vouchers than a typical community. When looking at numbers related to percentage of assisted housing vouchers, Brown County is found to be higher. Because of involvement in this program where you can choose where to live anywhere in the county, a choice was made to have less public housing.

Supervisor Nicholson asked if South Bend, Indiana is still in the program. Strong replied they are in the program, although were not within the population range used as they are at a population of 267,000 (255,000 was used in the study). Ms. Hallet did have information specific to South Bend, reporting that the total number of vouchers in St. Joseph County totals 2,527 (Brown County has 2,974), which represents 34.5% of their total assisted housing units which is 7,421 (Brown County has 5,200 units).

Supervisor Theisen noted that some counties in the US build publicly owned housing (known as the projects) as compared to the voucher program used in Brown County where people choose their own housing and their rent is supplemented. Theisen stated in his opinion, the Brown County program causes less problems, noting that in the projects there are many times a group of people with the same issues. In the Chicago area, much of the housing has been torn down. Without the voucher program, Theisen indicated that Brown County would be

required to have publicly owned housing as the government is required to address housing needs. He would rather have people rent private housing than build government housing.

When asked if there are a certain number of units required in the program, Ms. Hallet indicated she was not aware of any such requirement. In follow-up, Supervisor Theisen asked if the amount of money received by Brown County each year should be reduced. Mr. Strong replied if that was done, the total number of vouchers would be reduced as it is based on need in the community. Ms. Hallet added that if such a request was made, HUD would look at what is the need in the community. Is there still a need for the vouchers, and if not, then they may be in agreement to reducing the number. However, Brown County continues to have a waiting list which is based on what the applicant's preference is, which determines who may get assistance more quickly. Generally, the waiting list is about a six months to a year. Theisen stated if Brown County would ask for the vouchers to be reduced, does not mean it will happen. HUD will make the final decision how much money they will send Brown County. The money has to be used for this purpose. Strong indicated payments are received monthly from HUD to cover costs.

Supervisor Nicholson asked if Brown County has to be in the program. Strong replied that as there is a need for affordable housing in the community, which is demonstrated by the number on the program and on the waiting list, HUD will require the County to provide services. Brown County chose not to do public housing but rather to address their needs using the program.

Nicholson asked how many different housing programs are in the Brown County area? Ms. Hallet responded there are 203 units of public housing, low income tax credit (a different program), and 42 units of Section 8 Moderate Mobilization. Nicholson asked that a breakdown be included in the next County Board packet. Strong indicated they could do this by adding more columns, that at this time they provided what Brown County is getting for assistance compared to other counties. He noted that the column for "total assisted units" includes a number of programs that could be identified.

Krueger disputed this request, stating it appeared to be "busy work", that he did not know the difference between Section 2 and Section 8. Supervisor Nicholson stated he made the request so that he could better understand the program and Lund indicated the breakdown should help to clarify the various categories. Ms. Hallet stated that she could provide definitions but not the numbers.

Supervisor Lund stated that he has noticed when reviewing the various Wisconsin counties, it appears that Dane County has a higher general income than Brown County so the percentage of housing is lower than that of Milwaukee County, who probably has more dire need by percentage than Brown County. Strong stated that when comparing the three largest counties, maintenance may be close as they have more of a waiting list and have more demand than that in Brown County. Their demand will take years to get to people on their list.

Supervisor Lund asked how many from out of county come to Brown County to sign on to the waiting list. Ms. Hallet pointed out that the preferences require that a person be a Brown County resident. If they are not a resident when they apply, they get the lowest preference. They have not called anybody off of that category of preferences since 2002.

Supervisor Lund asked if people come and live with other relatives and are on the list, that all they need is a mailing address to be a Brown County resident. Ms. Hallet stated it is required that people change their driver's license or State ID to reflect that they are a Brown County resident.

Supervisor Theisen asked if once a person establishes a residence, if we know how long they've been a resident, or are they either a resident or not? Ms. Hallet confirmed this statement. Of those people on the waiting list, Theisen asked if it would be known if they are residents 3 years or less. Hallet stated that at this time that information is not known, however, as of May 1<sup>st</sup>, they are adding an additional form for application. It is optional as HUD restricts them from basing eligibility on how long they've lived here. The form asks how long they have lived in Brown County, where they have moved from, and the reason they are living here. Supervisor Andrews asked if background checks would not show some of this information and Ms. Hallet agreed that it does.

Strong added that hopefully the proposed survey will provide more detailed information even though it is voluntary. He also pointed out that port in/port out data will identify people who may have only come here for the voucher program.

Supervisor Krueger stated he has represented the central city as his district for over 14 years and has never had a single call complaining about the voucher system. After the news media brought the program forward about a year ago, he received 13 calls asking that the program not be removed or persons would have to move out of their housing. Krueger stated if he had received complaints, there might be a basis for further review. He also discussed the situation with Green Bay City Alderman Kocha who stated she only received one call in the last two years.

Supervisor Theisen stated he has received a number of calls where people questioned a family who lived on their block who caused problems, i.e. fighting, swearing, litter in the yards, disrupting the neighborhood. When it was discovered rent was being subsidized through Federal income taxes, other residents did not like it one bit. He did follow-up with Keith Pamperin who investigated several of these issues.

Mr. Strong stated that complaints are addressed, however, it is confidential information. If notified of a family who is causing problems, an inspector will be sent to investigate the matter.

Information was distributed showing statistics with comparable counties by population (attached). Theisen again stated he preferred to have the Section 8 program over public housing such as the "projects" that were built in Chicago and eventually torn down. Strong stated that at this time there are 203 public housing units in the area, one being Mason Manor for 153 disabled and elderly residents. An additional 50 units are scattered under the control of the Housing Authority. Theisen pointed out that Mason Manor works well because of the population. Strong indicated that was by choice as they did not want to build a large family housing unit for individuals who may share some of the same concerns and issues in their lives which tend to multiply.

Ms. Hallet distributed other handouts (attached), explaining it is information which will be provided on a monthly basis, i.e. minutes from the Brown County Housing Authority meetings, as well as a financial summary, and portability information as requested at the last meeting of this committee. Port-ins are those people who have moved to Brown County with a voucher from other areas, with port-outs being people who are leaving Brown County.

Supervisor Theisen asked if once a person leaves Brown County for another county if that County then takes on their budget. Hallet replied it is up to the receiving Housing Authority if they will absorb them or bill them. If they absorb them, they are then part of the other Housing Authority budget, however, if Brown County is billed, it is still our voucher and the other Housing Authority is paid for such cost. Theisen clarified if a person resides in Brown

County for one month, then port-out to another county for 20 years, if Brown County would take money out of their budget to send to the other county. Hallet replied that is correct in theory, however, if the other county waiting list is open, they would generally absorb the vouchers. If they are taking people from their own area onto the program, then they also would be absorbing people from outside the area. Although Ms. Hallet did not have percentages, she stated it is not very common and the majority are absorbed rather than billed.

Strong noted that the minutes from the March meeting requested a yearly recap or total. Year-to-date numbers show there have been 67 port-ins, and 114 port-outs. Theisen asked about previous port-outs, and Strong indicated this report begins January 1, 2010. Theisen questioned that the numbers were accurate when considering numbers from 2009 and earlier. He asked if it is known what the oldest port-out is, or what year is the oldest year that someone ported out and Brown County is still paying out of their budget. Strong indicated these numbers are not a representation of who Brown County continues to make payments for. Theisen requested this information be provided monthly. Lund pointed out that this is a Federal program and payments do not come directly from Brown County. Theisen noted that the more port-outs the better as those people are then not living in Brown County. Although not offering an opinion whether it is good or bad, Theisen noted it depends on whether people think there should be more or less money in Brown County.

Strong stated if a person comes to Brown County only for the purpose of getting a voucher, such person can move back where they came from, whereas those moving to the community to make Brown County their home can stay. Theisen stated he would like to know the total number of those people coming here just to get a voucher and then moving to another county. Strong indicated there are two different sets of numbers, one being how many households ported out and left the county which he provided, clarifying that Theisen now is asking for numbers who are being maintained monthly.

Supervisor Lund clarified that even if there are port-outs, the County still has the same number of units available, although have less money. He also stated that a landlord does not have to rent to anyone on Housing Authority if he does not want to. There are just so many units that are available.

Theisen asked if it has happened that a person has a voucher and cannot find a landlord who will take it. Hallet confirmed it has happened that a landlord may have housing available but is unwilling to accept a housing voucher. Strong informed the committee that the landlord is required to sign a contract and may choose not to get involved because of yearly inspections, etc.

Whether there is data available which would provide the number of people who apply for aid and have been in the area three months or less was asked. Hallet replied it would not be easy, stating that with time Langan Investigations could review their data, stating that it has not been compiled and would take a lot of manual effort at their contract price. She added that such a request could be made to the Housing Authority.

Strong pointed out that he and Ms. Hallet are employees of the Brown County Housing Authority and come before this committee because they have been asked to provide information. Although he stated he did not want to appear rude, pointed out that every time they have been asked to provide additional information, it takes time away from their duties to present to a committee they don't have to answer to. He noted that the Brown County Board created the Housing Authority and there is a relationship there, however, asked that in the future a communication be sent directly to the Housing Authority so that future questions can be assigned to staff. He pointed out the data provided has taken a lot of staff time and

that their present intern will be returning to school. Staff is trying to run a complicated program in a good way. Although they are willing to gather information, Strong stated as it being asked more and more and again requested that a communication be sent directly to the Housing Authority with a request to designate resources to provide information.

Theisen stated that is reasonable noting that at times legislators have requests but do not realize how many hours it takes to fulfill them. Getting back to the issue of how Brown County is attracting people, the port in/port out shows just the opposite because since January 1, 2010 there have been almost twice as many people desire to leave with their voucher than those who came in. If looking at the funding, it is more dramatic as for those who want Brown County to have less money and therefore, less assisted people, there was \$89,000 that left Brown County, and \$28,000 came in. Of the Federal dollars that were assigned to Brown County, \$89,000 has gone to landlords in a different county in the last four months, and \$28,000 has come here. This shows that Brown County is actually losing more people than gained. Strong reiterated than monthly reports will be attached to the Housing Authority minutes.

Supervisor Krueger asked if there is a port-out to Chicago, are they required to get on a list in Chicago and then when the number comes up come back to Green Bay. Is there a time frame? Ms. Hallet responded there is not a waiting list for portability, that such person would go to the other city for processing, find a housing unit, get it inspected and completing the paperwork would be the only wait time. Krueger stated his point was as to whether the \$89,000 is gone forever. If qualifying for housing and is accepted in the new county, Brown is not paying the other county. Hallet responded if the person goes to another county, are they required to be absorbed. In another way, if coming from Chicago to Brown County, what happens. Hallet explained that the first 12 months are billed. If vouchers are available, they are absorbed.

Supervisor Lund asked if people are absorbed after 12 months, are they investigated, stating he thought they may not. Hallet stated that investigation is a requirement. Theisen noted that Keith Pamperin informed him that Brown County investigates more strictly than any other county in the United States. Strong stated he did not know if any other county has a licensed investigation firm under contract as Brown County does.

County Clerk, Darlene Marcelle, asked for clarification of Mr. Strong's statement that he is an employee of the Housing Authority. Strong stated he is an employee of the City of Green Bay under contract with the Housing Authority. Marcelle asked if administrative dollars are received from the Housing Authority and, if so, it should fund positions. Strong explained that the Housing Authority does not pay anything toward his salary, however, Ms. Hallet's salary is paid for by both Green Bay and by the Housing Authority. Ms. Hallet is not the only employee fully funded as there are shared resources between Green Bay, Brown County, and the Housing Development. Other staff includes accountants, program managers, Mason Manor staff who do intake, etc. Marcelle explained that although realizing the number of hours Strong and his staff have put in, County Board members are gathering as much information as they can in order to make a decision, if it can be made, wondering if there is money given to Strong's department to gather such information. Strong stated time comes out of staff money.

Theisen clarified that if the County Board asks for so much information, it is necessary to hire another person, the Housing Authority would have to agree to do such, that the County Board cannot direct them as they can direct a County department. Strong stated they are doing the best they can to provide information as it is requested, however, he can only go so far, then will have to go to the Board that is paying the salaries and inform them that so many hours

are required to gather more information. The responsibility of the Board is to run the programs and make sure that federal requirements are met and programs run correctly. He is more than willing to provide information, however, pointed out that it does take time and he prefers that the committee ask the Housing Authority to direct staff as the requests have started to tax staff. He wants the body that is expecting them to get work done to understand what that is and that they agree to assign such tasks. He is willing to do it, but wants the committee to know that it will take time to compile the information.

If there are questions at the next County Board, Supervisor Nicholson asked if Strong would be the person to be asked to be present. Strong stated he is the Executive Director and would be the individual.

Nicholson noted that six months ago the County Board made a recommendation regarding the waiting list and asked what has been done or what the decision was by the Brown County Housing Authority. Strong recalled that the request was to close the waiting list. A representative of HUD who was present at the County Board meeting stated if Brown County closes the waiting list, more will be served from out-of-county. Theisen stated that closing the waiting list will hurt Brown County residents more than out of county. Strong confirmed this, stating that as no one will be allowed to apply, the out-of-county list will be opened.

Nicholson again asked what the decision was by the Brown County Housing Authority regarding the recommendation. Strong stated the decision was to not close the waiting list in Brown County.

Supervisor Lund recalled a second recommendation at the time was to make the people on the waiting list reapply either monthly or quarterly and asked Strong if the Housing Authority did anything with that? Lund opined this was a good suggestion as the Housing Authority would then know better their active waiting list, whether the applicant had left the County, etc. Hallet stated they would not be able to ask applicants to reapply every month, however, do on an annual basis send a letter to everyone on the waiting list asking them to update their status, if they still wish to remain on the list and what their current address is. Applicants are required to inform the Housing Authority if they move and anyone who does not respond, is removed from the list.

Nicholson stated the question was not answered and again asked what was the decision of the Brown County Housing Authority with regard to the recommendation from the County Board? Strong replied that the Housing Authority felt that the process already in place was adequate.

Nicholson asked Strong the reasoning behind that decision, why can't the individuals be required to report every month, or have them reapply. Hallet responded the decision was made because it would take time from staff who administer the program and was felt not to be a useful purpose.

Theisen explained that the Housing Authority is an independent body appointed and confirmed by the County Executive. They meet once a month, get their money from the Federal government with the only legal connection to the County being that the Board approves the members. The County has limited authority over them. To get any deeper information, Theisen suggested that a communication be put on the Housing Authority agenda for any County Board member to attend.

On another matter, Theisen confirmed that a person can get a housing voucher and are not required to look for a job. The County Board requested that the Housing Authority send a



request to the Federal government asking that a new rule be created requiring clients to look for a job. Strong stated that the request was that a client capable of working must show at the end of a three year period they are working at least 30 hours a week.

Hallet stated the first request was made in 2004 to HUD Washington who in return asked HUD Milwaukee to give direction. The latest information from HUD Milwaukee indicates it was an interesting idea and they would be in support of it. There has been no information that HUD Washington has taken it any further.

Lund asked if there any clients who receive 100% of their rent and Hallet responded there are some families who claim to have zero income, in which case the full amount is subsidized. Lund stated the concern is that if there are people 100% subsidized, others that are working poor have less available resources because of those who take 100%.

Lund asked the average rent and Hallet reported the average assistant payment made is approximately \$360, with rents varying depending on size and location. She added that a family is not permitted to pay more than 40% of their income as their portion of the rent, with the program capping out at a certain dollar amount. If wanting to rent a unit that is too expensive, they will be denied to rent such unit.

Supervisor Krueger asked ramifications of the proposed Veterans program which will take care of veterans who are homeless. This group will not fall under the same regulations of the Housing Authority. Hallet explained that the Veterans who participate in the vet program (BASH voucher) are required to be case managed through the Veteran's Administration. Although not aware of all requirements, Hallet stated she has heard that if a participant has active drug or alcohol problems, they would be prohibited from receiving case management and, therefore, would not qualify for a BASH voucher. She stated the only screening for a BASH voucher is through the sex offender registry, and not the others that are typically done. Krueger stated this is a step in a different direction by the Veterans Administration to assure there are not homeless vets. Krueger opined that the VA program may skew the numbers of the present HUD program while Nicholson disagreed, stating they are two different programs and would not be related.

When asked by Chairman Lund, where Supervisor Nicholson wanted to go from here, he replied he wanted further information on the three different programs. Strong indicated he could do this by mailing.

When Strong was asked when the committee should begin directing further questions directly to the Housing Authority, he replied right away. Lund asked that a letter be sent to the Chairman of the County Board directing further questions go to the Housing Authority and not this committee. Theisen suggested that any time Strong receives a request from a County Board member that he put it on the next agenda of the Housing Authority.

Nicholson asked that Rob Strong or a representative attend County Board meetings in the future to answer further questions. Theisen pointed out that Strong is not a County Department Head as he represents the Housing Authority which is autonomous, it is the decision of the Authority whether they want to send him or not.

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to request breakout information on the three programs by mailing:**

- **Number of Assisted Housing Units by Type for Counties with Populations similar to Brown County's**
- **Percentage of Total Housing Units for these same counties**
- **Numbers and percentages of other assisted housing for the most populous counties in Wisconsin**

**Vote taken. MOTION CARRIED UNANIMOUSLY.**

Mr. Strong was asked if he would attend County Board meetings. He replied if there are issues that arise, a request should be made to have the appropriate staff attend the County Board meeting. If there is nothing relative to Housing Authority activity, questioned why he should attend.

Theisen stated that Board members do not always receive all information presented at the various meetings. It was confirmed that any handouts or attachments distributed at meetings are always attached to the minutes.

As the County Board does not have authority over the Housing Authority, Supervisor Krueger asked why multiple hours are being stacked up by all this discussion. In many cases, the Housing Authority has no authority either as they are directed by HUD. He questioned just what the goal is reiterating he has never received a complaint.

Theisen stated that the information they have received has been good, especially related to the rumor that Brown County attracts people because of the program, that data for 2010 actually shows the reverse, that Brown County is actually losing more than they are getting, and that budget wise the county is losing \$89,000. If a report is received every month, they will know if the trend changes.

Theisen stated he was involved in the request as to whether the County could require voucher recipients to be looking for job. The Housing Authority was willing to ask, but as of this time HUD has not changed their policy, noting the County Board can only do so much. Strong stated they followed-up with another matter in 2008 to which they still have no response other than a verbal that it is a good idea.

Lund stated it cannot hurt for the County Board to be active, noting that their request to conduct extensive background checks has helped in overall limiting crime. Theisen explained that request was referred to Housing Authority who agreed to the investigations.

Strong agreed that the Housing Authority has been very receptive to suggestions by the County Board and their committees. He stated the goal is to have the healthiest program they can run while serving the people of Brown County within the rules they have to work. He stated he is not fighting this committee, however, feels at times they are reporting the same things over and over.

Theisen noted that the question as to whether the County could eliminate the number of vouchers given out thus reducing the amount of money in the program is a HUD decision. Krueger stated if he were to receive calls asking for assistance, he would not follow up with this committee or the County Board, that he would contact the Housing Authority. Krueger stated that when he saw what happened last year he perceived it to border on racism and a nail at low income people. The point is when it is seen there are avenues to work within, why they don't do that. He stated it seems like if there is no draw for some to get media attention they go directly to the Housing Authority and personally he does not want to be a part of that.

When asked how many new enrollees there are in the program, Strong reported there about 40 a month, or 500 a year. Theisen confirmed the screening has been successful because of the discovery of criminal records.

Strong apologized if he came on too rough, stating that he works as an Executive Director for the Redevelopment Authority for the City. If someone wants to get information, they submit a communication to the Green Bay City Council which is directed to the Redevelopment Authority at which time they do whatever is needed and report back to the Council. He questioned why the County process is to first come to this committee, then on to the County Board, then back again. He stated it should be the Housing Authority who is involved in answering the questions as they have been doing this for many years.

Theisen stated the committee does not always know how much time is involved when they need information and should be told. Strong stated that the data presented at this meeting relative to comparisons with other counties, although took an amount of time, resulted in good information. He indicated that the Housing Authority is willing to accommodate as best they can. Information has verified that people are not moving to Brown County simply to get on this program and that they are not all criminals.

6. **Communication from Supervisor Erickson and Supervisor Krueger – For LEAN Committee to work with Departments and the Executive to determine if there are any outdated or unnecessary services provided by the County that we could eliminate for the 2011 Budget.**

Supervisor Krueger asked for a referral to staff to determine if the request to work with departments and the Executive to determine if there are any outdated or unnecessary services provided by the County that could be eliminated for the 2011 budget fits into the parameters of LEAN. If not, he asked for suggestions on how to compile information.

Assistant to the Executive, Jayme Sellen, noted that the Executive is working on a program evaluation process, opining this request does not appear to fit into the LEAN parameters as that is a process, not a program. In addition, Sellen indicated that Human Services Director, Brian Shoup, has also been asked to complete a review. When asked if the committee could have a report in 90 days, Ms. Sellen agreed.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to refer to staff and report back in 90 days. Vote taken. MOTION CARRIED UNANIMOUSLY.**

7. **Communication from Supervisor Fewell – Request that Human Resources Department report the status of the savings related to the five day furloughs and the plan to make up any shortfalls on the projected savings.**

Supervisor Fewell asked where the County stands with the furlough process, the first day being Good Friday. Jayme Sellen reported there was no furlough on Good Friday as it has to be negotiated with the Union and as of this time no agreement has been worked out. The next furlough day is Memorial Day at which time she hopes to have resolution. A report will be given to the Executive Committee within the next two weeks. Ms. Sellen informed the committee that each budget has a line item of salary savings (vacancies) which totals to a substantial amount of money. Chairman Lund stated that in a conversation with Human Resource Director, Deb Klarkowski, he was told that an agreement with the union is close.

Supervisor Fewell indicated he has heard this before and would like to know if there is a projected savings on each furlough, assuming that the projected total savings was somewhere

around \$750,000. Krueger pointed out this savings is from open positions. Fewell stated there is still a projected loss even if the hole in the budget is filled. He stated the Board was advised by the labor negotiator and by counsel for the Board that this is a possibility which was negotiated with Supervisor Evans and the Board Attorney, opining it is not reality.

Supervisor Theisen pointed out that in order to see a savings, five furlough days are needed and only ½ day has been seen through one-third of the year. Sellen noted that most furlough days don't occur until the end of the year per the present resolution.

**Motion made by Supervisor Theisen and seconded by Supervisor Schuller to hold until May. Vote taken. MOTION CARRIED UNANIMOUSLY.**

8. **Communication from Supervisor Fewell - To Administration Committee approve and request the County Executive to hire a Human Resources Director.**

Supervisor Fewell indicated that the reason he put this on the agenda is so that the committee will consider the possibility of hiring a Human Resource Director. At this time, we have a Human Resource Manager. Fewell stated that the Board was informed by the Labor Negotiator that he could reduce a lot of the attorney fees (approximately \$160,000 annually) that was paid to a Madison law firm to perform labor negotiation.

At this time, Fewell stated the County is paying \$48,000 annually for a Labor Negotiator, and over \$100,000 annually to the Board Attorney to do labor negotiations, back to almost the \$160,000 previously paid to perform labor negotiations. Fewell pointed out there are no labor contracts yet in 2010, and the County may pay \$300,000 before that is done. He stated he has heard from several individuals there is not really a Human Resource Department at this time that can negotiate contracts.

For example, Fewell noted that the psychiatrist at the Mental Health Center left the job after receiving a letter from HR that she would no longer receive benefits. As psychiatry hours were needed, further negotiations were done and the psychiatrist returned at an increase in salary from \$90 an hour to \$150 an hour. At the same time, because of this, another psychiatrist who was head of the department asked for an increase.

Fewell encouraged that a HR Director be hired that can negotiate labor contracts or look at the possibility of paying the present Negotiator by contract rather than by month. He has noted times when the Negotiator gave no report at a monthly meeting, yet still was paid \$4,000 for that a month.

Chairman Lund pointed out that the County has had HR directors in the past with no specific criteria. If wanting to move forward with this suggestion, he asked that criteria be developed. Fewell agreed that the matter should be studied and a decision made before budget time so that the County does not continue to pay \$160,000 per year for labor negotiations.

Supervisor Krueger opined it is not necessary to have a Human Resource Director that is a Labor Negotiator, nor is it necessary to have an attorney. He stated that the County has a legal staff through the Corporation Counsel's office. He suggested the possibility of hiring a staff analyst that would have the capability for negotiating contracts.

Fewell informed the committee that the Wisconsin Counties Association offers an attorney to do labor negotiations for \$20 to \$40 an hour less than what Brown County is currently paying, plus expenses.

Darlene Marcelle suggested that as part of the LEAN program, the motion include a study on the Human Resources Department. Ms. Sellen responded that LEAN is not about department positions, but rather about a process.

**Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to ask staff to look at the pros and cons of having a Human Services Director and a Manager and also to give a report on whether an analyst would be capable and have the knowledge to perform union negotiations. MOTION APPROVED UNANIMOUSLY**

9. **Communication from Supervisor Fewell – Request that a RFP be developed and sent out to obtain the cost of building a future Sheriff's Office on the Brown County property near the old Mental Health Center and County Jail.**

Supervisor Fewell explained that the purchase of property by County Code should come through the Administration Committee. He stated the item has not yet been an agenda item. Although there has been a lot of work done regarding possible use of the S&L building, he would like to see a request to determine what it would actually cost to build a facility within County boundaries.

Supervisor Theisen opined it is too early for an RFP before looking at possible opportunities between the City and the County concerning law enforcement and whether there are opportunities for cooperation.

Supervisor Andrews informed the committee that a meeting was held with Executive Hinz, Sheriff Don Kocken, Chief Deputy John Gossage, along with Chuck Lamine from the Planning Department regarding a process and analysis. Sites were identified that may be a possibility, although costs are not yet determined until discussed with other governmental bodies.

Supervisor Krueger stated he would not support going forward at this time with the real estate individual being considered is he is a previous County Board Supervisor and per County Code, there is a timeframe before such individual should do business with the County.

Supervisor Fewell indicated that if Brown County were to hire a Buyer's Agent and purchase real estate, the item should come before this committee. Lund added that he would like to see a needs analysis of the Sheriff's Department before any discussion of looking at a new facility.

Bill Dowell reported there was detailed discussion at a previous Facility Master Plan Subcommittee at which time a needs analysis and preliminary plan was developed. In that plan, a need for Sheriff Department consolidation was identified and three options made.

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to refer to the Facility Master Plan Subcommittee for further development.**

Supervisor Theisen asked if all law enforcement needs in Brown County have been addressed including Green Bay, DePere, Pulaski, etc. Dowell indicated they addressed the Brown County Sheriff's Department only. Theisen stated he would not be satisfied before they look at everything and Lund agreed. Krueger noted that the Public Safety Committee would be most appropriate to discuss these needs.

**Motion made by Supervisor Theisen to refer to Public Safety to develop requirements for all law enforcement agencies in Brown County.**  
**Vote taken. MOTION CARRIED UNANIMOUSLY.**

10. **Communication from Supervisor Scray – Look at different options to pay down debt earlier than such savings associated with it.**

Chairman Lund referred to a letter from Carolyn Maricque, Finance Director, which stated there were not really any options to pay debt down earlier. In the past, restructuring bonds and getting lower rates have been reviewed. However, because this is a “Build America Bond” it allows for a rebate on interest and is about the best that can be done.

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**County Clerk**

10. **Budget Status Financial Report for February & March, 2010.**

Darlene Marcelle reported that revenues are increased due to participation in Super Passport Saturday.

**Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

11. **Clerk’s Report.**

Darlene Marcelle informed the committee that she has received notification from the company that provides voting machines to the County that they will no longer make this model. She will begin addressing this issue for the future.

Chairman Lund informed the Clerk of an occurrence in the Village of Suamico involving a write in name, stating there was not enough space to write the name using the felt tip pen provided. Sandy Juno explained that the State dictates the format of the ballot and also indicated that lead based ink is required. Most polling places use pencil. Clerk Marcelle agreed to bring this matter up at a future meeting of State Clerks.

Marcelle asked if it is necessary to attend this monthly meeting if the department does not have an agenda item. The consensus was that they do not, however, if a supervisor sees there is not an agenda item, they have the option to call the department head and request they attend if they have a question.

Questions related to segregated accounting were addressed with Supervisor Krueger asking if it can be handled like an asset maintenance account. Marcelle stated she is waiting for a recommendation from the Department of Administration. Chairman Lund stated when that occurs, he will see that it is put on the agenda.

**Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Treasurer**

12. **Budget Status Financial Report for January 2010 & February 2010.**

Kerry Blaney reported that the budget is on target.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

13. **Treasurer's Financial Report for the Months of January and February.**

**Motion made by Supervisor Tumpach and seconded by Supervisor Krueger to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Human Resources**

15. **Budget Status Financial Report for February 28, 2010.**

**Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

16. **Human Resources Activity Report for March 2010.**

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

17. **Budget Adjustment Request (#10-40): Increase in expenses with offsetting increase in revenue (see attached).**

Supervisor Krueger pointed out a lack of information related to this item. Jayme Sellen referred to the description of the change included in packet material, explaining that an estimate was used in the budget. Because of the new financial system, a budget adjustment is necessary. Krueger asked that in the future more information be reported.

**Motion made by Supervisor Krueger and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

18. **Resolution re: Change in Table of Organization Department of Administration.**

Jayme Sellen explained that the Grant Writer position was originally in Human Services and was moved to Administration so that all departments would have access. Supervisor Theisen pointed out the fiscal impact shows a savings in dollars.

**Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

19. **Director's Report.**

A written report was distributed.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Facility & Park Management**

20. **Budget Status Financial Report for February, 2010.**

Bill Dowell, Director of Facilities and Parks, along with John Machnik, Assistant Director of Facilities, introduced themselves to new supervisors. Dowell indicated the department will meet their budget by year end.

**Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

21. **Budget Adjustment Request (#10-42): Increase in expenses with offsetting increase in revenue (see attached).**

Dowell clarified that this request involves carryover funds and is an adjustment to the budget to move projections from 2009 to 2010.

**Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

22. **Director's Report**

Bill Dowell, Director of Facilities & Parks, and John Machnik, Assistant Director addressed the committee. An overview of the two departments was distributed and is attached. Dowell explained that "The purpose of the Brown County Facility & Park Department is to provide the highest quality and value in Facility Management services required to meet county government facility needs while utilizing the most efficient and cost-effective business practices and to enrich the quality of life in Brown County through a comprehensive system of open space and outdoor recreational facilities with an emphasis on natural resources, recreation, and outdoor education".

Dowell explained that the Facility and Park Department provides services to 29 Brown County buildings encompassing 1.4 million gross square feet, and operates 18 parks, recreation areas, and natural areas comprised of over 3,600 acres.

Also included in the attachment are graphs and reports on budget status, levy trends, 2010 policy initiatives, an organizational chart, a list of buildings, a list of park activities and areas, a first quarter 2010 report, quantity of work orders, a service assessment, along with an energy audit.

Various questions and comments were made by the committee relative to utilities at the CTC, the Fox River Trail, etc.

John Machnik referred to the charts (distributed) regarding work and maintenance orders. He indicated that service assessments are sent to customers with a goal of 4.8 on a scale of 5. During the first three months of this year, they met that goal. He gave information regarding the safety program, and the results of a recent energy audit including a sustainability plan. Dowell informed the committee that the Northern Building, along with the Sophie Beaumont Building are at energy star level.

**Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

#### **Information Services**

23. **Budget Status Financial Report for December 2009, February 2010 & March 2010.**

Bob Heimann, Information Services Director, introduced himself to new committee members. He reported that the department ended year 2009 sound, with carryovers over to 2010. Both February and March are on target.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**



**24. Director's Report.**

Heimann referred to his written report in packet material relative to ordering equipment for ADRC and Child Support, along with hardware/software for the new Disaster Recovery Plan.

In addition, Heimann addressed concerns relative to a professional credit company looking at personal credit information. A final report was received and a presentation made to all directors who deal with credit cards. The report showed where the County is today in regards to credit card compliance and where the law says they should be. The gap was identified and a team will be created to deal with this issue.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Dept. of Administration**

**25. Budget Status Report for February 28, 2010.**

**Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**26. 2010 Budget Adjustment Log and Grant Application Approval Log.**

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**27. Budget Adjustment Request (#10-39): Increase in expenses with offsetting increase in revenue.**

Jayme Sellen explained this item refers to casualty insurance

**Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**28. Director's Report.**

Jayme Sellen reported that a Purchasing Manager has been hired, in addition to a Finance Manager. The position of Finance Director was offered to the current DOA in Fond du Lac County. Although she will take a pay cut, she has agreed to take the position and confirmation will be before the Board at their May 19<sup>th</sup> meeting.

**Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Child Support**

**29. Budget Status Financial Report for February, 2010.**

Jackie Sharping introduced herself as the Administrator of the Child Support Agency. She informed the committee that after she prepared the 2010 budget, the State adopted a new situation regarding a decrease in the collection of a \$25 fee application. She is considering proposing a resolution to charge for services that the County does not get paid for. Other counties have adopted such a resolution and she is reviewing those at this time.

**Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Corporation Counsel** No agenda items.

**Other**

30. **Reappoint Committee Members to Facility Master Plan Subcommittee (Supervisors Andrews, Krueger, Fleck and Wetzel).**

**Motion made by Supervisor Theisen and seconded by Supervisor Schuller to reappoint Supervisor Andrews, Krueger, Fleck and Wetzel to Facility Master Plan Subcommittee. Vote taken. MOTION CARRIED UNANIMOUSLY.**

31. **Audit of Bills.**

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to pay the bills. MOTION CARRIED UNANIMOUSLY.**

32. **Such other Matters as Authorized by Law. None**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to adjourn at 9:05 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Alicia Loehlein/Rae Knippel  
Recording Secretary

**Subject:** Brown County Contact Form  
**From:** "Cheryl Corbeille" <corbeille\_ca@co.brown.wi.us>  
**Date:** Thu, 29 Apr 2010 14:39:04 -0500 (CDT)  
**To:** candrews.dist15@itol.com

Email Address: corbeille\_ca@co.brown.wi.us

First Name: Cheryl

Last Name: Corbeille

Address: Northern Building - 5'th floor

City: Green Bay

State/Province: Wisconsin

Zip Code:

Phone Number: 920-448-4048

Fax Number:

Comments/Questions: Supervisor Carole Andrews:

It was a pleasure meeting you last Friday, to finish out my first week in my new position as Purchasing Manager with Brown County.

On Friday we spoke of the 'Administration Committee's efforts to establish a new policy/purchasing standard to require a new RFP when a contract is at the 3 year mark. This was being discussed to ensure the best value of the County's dollars. My initial reaction was that this was a great idea, to assure that the County doesn't miss out on any potential cost saving opportunities. Before making a blanket decision regarding this change, a detailed analysis needs to be completed to assure the County that the Purchasing Department can support this activity. My department is currently compiling a list of open and expired contracts, the date in which they have or will expire, initiating departments as well as the service/commodity being provided so that we can forecast/plan our workload downstream, working pro-actively instead of reactively. Our ultimate goal is to be able to continue to support the County's purchasing activities in the quality manner it deserves.

Here are some areas that need to be evaluated:

- Volume of work it will add to a small staff - 3 full time people.
- Current work loads on the department without the change.
- Upcoming large projects the County will be pursuing.
- Volume of "Value" or "State" contracts.
- Additional costs to switch vendors i.e. purchasing card vendor, learning curves.
- Loss of quality product i.e. outside auditors.
- Potential loss of revenue i.e. operations at landfill gas to electricity.
- Lease agreements, potential disruption in operations.

Thank you for extending the invitation to the Administrative Committee meeting this evening, but unfortunately I will not be able to attend tonight's meeting as I have another commitment, but Barb West, the County's Risk Manager will be representing me. As another side note, if the analysis shows that the Purchasing Dept can not support this change, may I suggest we build a decision tree when contracts are at the 3 year mark, to decide which ones make sense to send out for another RFP and when it makes sense to go out 5 years based on the service and/or commodity provided, etc. In some cases, the effort of issuing a RFP may not be adding value, and we could save the resources required in issuing another RFP. I will forward our analysis work to you on Friday, May 21st and we are hopeful you will bring these topics into the discussions within your committee(s) and please do not

hesitate to call with any questions or concerns.

Cheryl A. Corbeille, CPM

Brown County Purchasing Manager  
Northern Building  
305 E. Walnut Street  
5'th Floor  
Green Bay, WI 54301

## Assisted Housing in Comparable Counties by Population

County / State	County Population	Total Housing Units	Total Assisted Housing Units	% of Housing Units that Are Assisted	Voucher Total	% of Assisted Housing That Are Vouchers	Other Assisted Housing Units- Total	% Of Assistance - Public Housing / Other Federal Programs	People Per Voucher
Webb, TX	236,941	70,702	3,219	4.55%	1,312	40.76%	1,907	59.24%	180.6
Mahoning, OH	237,978	114,015	6,632	5.82%	2,094	31.57%	4,538	68.43%	113.6
Cleveland, OK	239,760	100,191	3,346	3.34%	1,482	44.29%	1,864	55.71%	161.8
Kitsap, WA	239,769	102,031	4,281	4.20%	1,288	30.09%	2,993	69.91%	186.2
Harford, MD	240,351	96,672	4,010	4.15%	986	24.59%	3,024	75.41%	243.8
Jefferson, TX	243,090	106,000	10,049	9.48%	3,684	36.66%	6,365	63.34%	66.0
<b>Brown, WI</b>	<b>245,018</b>	<b>103,629</b>	<b>5,273</b>	<b>5.09%</b>	<b>2,974</b>	<b>56.40%</b>	<b>2,299</b>	<b>43.60%</b>	<b>82.4</b>
Thurston, WA	245,181	102,748	4,348	4.23%	2,164	49.77%	2,184	50.23%	113.3
Kalamazoo, MI	245,912	108,391	6,545	6.04%	1,052	16.07%	5,493	83.93%	233.8
Hinds, MS	247,650	106,559	12,840	12.05%	3,928	30.59%	8,912	69.41%	63.0
Lexington, SC	248,518	106,582	2,435	2.28%	916	37.62%	1,519	62.38%	271.3
Rutherford, TN	249,270	101,708	3,172	3.12%	944	29.76%	2,228	70.24%	264.1
Caddo, LA	252,896	113,740	8,256	7.26%	2,114	25.61%	6,142	74.39%	119.6
<b>Average</b>	<b>244,026</b>	<b>102,536</b>	<b>5,724</b>	<b>5.51%</b>	<b>1,918.3</b>	<b>34.91%</b>	<b>3,805</b>	<b>65.09%</b>	<b>161.5</b>
<b>Brown</b>	<b>245,018</b>	<b>103,629</b>	<b>5,273</b>	<b>5.09%</b>	<b>2,974</b>	<b>56.40%</b>	<b>2,299</b>	<b>43.60%</b>	<b>82.4</b>

Population and housing units based on 2008 Census Bureau estimates .  
Information on assisted housing units taken from a 2008 HUD report.

## Assisted Housing in the Largest Wisconsin Counties

County	County Population	Total Housing Units	Total Assisted Housing Units	% of Housing Units that Are Assisted	Voucher Total	% of Assisted Housing that are Vouchers	Other Assisted Housing Units- Total	% Of Assistance - Public Housing / Other Federal Programs	Population Per Voucher
Rock	160,213	68,809	3,426	4.98%	1,261	36.81%	2,165	63.19%	127.1
Winnebago	162,111	71,662	2,510	3.50%	476	18.96%	2,034	81.04%	340.6
Kenosha	164,465	67,712	3,454	5.10%	1,281	37.09%	2,173	62.91%	128.4
Outagamie	174,993	71,683	2,311	3.22%	551	23.84%	1,760	76.16%	317.6
Racine	199,510	81,545	3,914	4.80%	1,426	36.43%	2,488	63.57%	139.9
<b>Brown</b>	<b>245,018</b>	<b>103,629</b>	<b>5,273</b>	<b>5.09%</b>	<b>2,974</b>	<b>56.40%</b>	<b>2,299</b>	<b>43.60%</b>	<b>82.4</b>
Waukesha	380,625	155,710	4,265	2.74%	1,360	31.89%	2,905	68.11%	279.9
Dane	482,705	211,633	9,960	4.71%	2,486	24.96%	7,474	75.04%	194.2
Milwaukee	953,323	409,865	28,161	6.87%	7,691	27.31%	20,470	72.69%	124.0
<b>Average</b>	<b>324,774</b>	<b>138,028</b>	<b>7,030</b>	<b>4.56%</b>	<b>2,167</b>	<b>32.63%</b>	<b>4,863</b>	<b>67.37%</b>	<b>193</b>

Population and housing units based on 2008 Census Bureau estimates .  
Information on assisted housing units taken from a 2008 HUD report.

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, April 19, 2010**  
**City Hall**  
**100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**  
**3:00 p.m.**

**MEMBERS PRESENT:** Michael Welch-Vice Chair, Paul Kendle, Rich Aicher, Tom Diedrick

**MEMBERS EXCUSED:** Darlene Hallet- Chair.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Rob Strong, Robyn Hallet, Noel Halvorsen, DonElla Payne, Matt Roberts, Chip Law, Matt Schampers, Ryan Frea, Jason Weier

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the March 15, 2010, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick, seconded by R. Aicher, to approve the minutes from March 15, 2010, meeting of the Brown County Housing Authority as presented. Motion carried.

2. Approval of the minutes from the special March 23, 2010, meeting of the Brown County Housing Authority.

A motion was made by R. Aicher, seconded by P. Kendle, to approve the minutes from the special March 23, 2010, Brown County Housing Authority meeting as presented. Motion carried.

**COMMUNICATIONS:**

3. March 31, 2010 notice from HUD regarding Administrative Fee Funding for HCV Family Self Sufficiency Program Coordinator Salaries.

R. Hallet indicated that this communication will be further discussed in a later agenda item, but it is present as a communication so the Authority is aware of its receipt. This communication indicates the funding from HUD of \$90,308 for salary and benefits for two FSS Coordinator positions for one year.

D. Payne introduced two new ICS staff: Ryan Frea, Finance Assistant and Jason Weier, Multi-program Specialist.

**REPORTS:**

4. Report on Housing Choice Voucher Rental Assistance Program (March)
  - A. Preliminary ApplicationsD. Payne stated that there were 165 preliminary applications for March 2010.

T. Diedrick asked if we knew how many were in-state port-ins. D. Payne responded that we do not have such data.

R. Strong reiterated that there are just as many people porting in as porting out, therefore the numbers do not show that people are coming here just to get a voucher and then are leaving.

#### **OLD BUSINESS:**

None.

#### **NEW BUSINESS:**

5. Approval of revisions to Chapter 1 (Overview) of the Housing Choice Voucher Administrative Plan.

D. Payne stated that the BCHA is reviewing the entire administrative plan to ensure consistency. D. Payne indicated that there are only two significant changes. The first is on page 1, indicated in red, which adds the acronym "ACC" after "Annual Contributions Contract" to clarify its meaning. The second is on page 2, again indicated in red, and is updating the name change of ICS to Integrated Community Solutions.

A motion was made by T. Diedrick, seconded by P. Kendle, to approve the revision made to Chapter 1 of the Housing Choice Voucher Administrative Plan. Motion carried.

6. Approval of revision throughout Administrative plan to change "disabled person(s)" to read "person(s) with disability".

D. Payne stated that this is a change that would need to be made throughout the entire plan. The Tenant Advisory Council recommended making this change.

A motion was made by P. Kendle, seconded by R. Aicher, to approve the revision to change "disabled person(s)" to read "person(s) with disability". Motion carried.

7. Review and approval of proposed Utility Allowances for Housing Choice Voucher Program, effective July 2010.

D. Payne indicated that this is the time of year when the utility allowances are updated to ensure utility allowances are where they are suppose to be. The formula is provided by HUD. R. Hallet indicated that all allowances increased, most only slightly. D. Payne indicated that these allowances will be effective July 1, 2010.

A motion was made by T. Diedrick, seconded by R. Aicher, to approve the proposed Utility Allowances, effective July 2010. M. Welch abstained. Motion carried.

R. Strong explained that according to M. Schampers, about \$6500 has gone into the FSS reserves last year, so there is some money going into it.

9. Review and approval of BCHA Commercial Liability Renewal Proposal.

R. Hallet stated that the insurance for Brown County is due to be renewed. The only change being proposed is removing the *Non-Owned and Hired Auto Liability Insurance*, which is because the first insurance to be used if there is an accident is that automobile's insurance. Both the Housing Authority Insurance Group and Brown County, who holds the liability coverage for the vehicle, agreed that the Non-owned and Hired Auto insurance is unnecessary.

R. Aicher stated that as long as the advice is being received from the experts, and they recommend dropping it, we should drop it.

M. Welch asked how often the BCHA reviews alternatives. R. Hallet indicated that this type of insurance was added in 2008. R. Strong indicated that the BCHA should probably, every three to four years, review other alternatives.

A motion was made by P. Kendle, seconded by T. Diedrick, to approve the BCHA Commercial Liability Renewal Proposal, minus the Non-Owned and Hired Auto Liability Insurance. Motion carried.

10. Discussion and possible action regarding Mutual Housing Association's request that MHA retain the repaid HOME funds currently accumulated as well as anticipated collections through December 31, 2010.

R. Hallet introduced and welcomed Noel Halvorsen. N. Halvorsen reminded the Authority that a few years ago the MHA repaid to the Authority about \$142,000 in repaid HOME funds and subsequently asked for some money back to be used for other projects, to be granted or loaned out. There are still three outstanding loans which have payments coming in, to which the banks that are collecting the payments are paying to MHA quarterly. MHA has asked NeighborWorks® Green Bay to assume ownership of its multifamily rental portfolio, which they are in the process of working on. Aside from some miscellaneous cash, these three outstanding loans are the only assets on the books for MHA. After MHA transfers their holdings and associated liabilities to NeighborWorks® Green Bay, they won't have any money left for their operational costs, final audits and other expenses if and when MHA is dissolved. N. Halvorsen stated that currently there is \$30,000 collected from these repaid loans, with another \$10,000 coming in this year. The MHA is looking to retain these monies for operational and other final expenses, which could be considered as administrative fees that have never been taken, which under the grant agreements, MHA, as a CHDO could have collected.

P. Kendle questioned whether there were restrictions on this money - can the money be used in this fashion? R. Hallet confirmed that she has located the contracts which outline that a CHDO could take a percentage as operating



assisted housing, so when one looks at the total assisted housing in a community, we are right in the mix with other communities.

M. Welch stated that this was a conscious decision years ago.

R. Strong reiterated that we recognize that we do have more vouchers, which is due to our piloting the program; but when added with other assisted housing, we fit in with the average. He stated that vouchers are preferable to publicly owned housing. By choice, Green Bay only has 50 units of scattered site family public housing and that those units were specifically chosen as some of the worst units and were rehabbed and made as some of the nicest houses.

#### **BILLS:**

R. Hallet explained that both March and April's bills are included since they were erroneously excluded at last month's meeting. However, since the March bills were not closed out, they reappeared on April's report. M. Schampers clarified that although some bills are listed twice, they will not be duplicated in payment.

A motion was made by T. Diedrick, seconded by P. Kendle, to approve both March and April bills as presented. Motion carried.

#### **FINANCIAL REPORT:**

A motion was made by R. Aicher, seconded by P. Kendle, to accept the financial report as submitted. Motion carried.

#### **STAFF REPORT:**

12. Introductions of new ICS staff

M. Welch indicated that introductions were made earlier in the meeting.

13. Confirmation from auditors that if staff prepares financial statements, this alleviates the finding on previous audits.

M. Schampers stated that after discussing the matter with a Schenk representative, the Authority would not have this finding going forward if we prepare our own statements, which we are doing.

14. Update on creation of limited term fulltime position to assist Housing Administrator.

R. Hallet stated that as per the previous meeting, the Authority approved this position. The Green Bay Housing Authority has also approved their contribution of funds to this position, Human Resources have completed their review process, and the next step is for the Personnel Committee to review this proposed position. This meeting will be held April 27, 2010. The position will be posted shortly thereafter.

R. Strong indicated that by May 4<sup>th</sup> the Council should have adopted it.

**Brown County Housing Authority**  
**Status of Reserves**

4/14/2010

**Unrestricted Reserves:**

80-81 CDBG Program	711,942.64
WHNCP	99,259.27
Revenue Bond	596,414.13
WHEDA	57,184.55

<b>Total Unrestricted Reserves</b>	<b>1,464,800.59</b>
------------------------------------	---------------------

**Restricted Reserves:**

Sec. 8 Certificate Program	-
Housing Choice Voucher Program	1,868,057.01
84 State CDBG Program	55,554.55
Rental Rehab Program	3,961.13
HCRI Program	176,500.44
HOME Program	139,430.00

<b>Total Restricted Reserves</b>	<b>2,243,503.13</b>
----------------------------------	---------------------

**Housing Choice Voucher Program:**

Port Ins (YTD):

Units	67
Funding	28,487.00

Port Outs (YTD):

Units	114
Funding	88,995.00

## **Other Assisted Units - Description of Programs**

### **LIHTC**

The LIHTC Program is an indirect Federal subsidy used to finance the development of affordable rental housing for low-income households. The LIHTC Program may seem complicated, but many local housing and community development agencies are effectively using these tax credits to increase the supply of affordable housing in their communities. This topic is designed to provide a basic introduction to the LIHTC Program.

### **Section 8 Moderate Rehabilitation Program**

The moderate rehabilitation program provides project-based rental assistance for low income families. The program was repealed in 1991 and no new projects are authorized for development. Assistance is limited to properties previously rehabilitated pursuant to a housing assistance payments (HAP) contract between an owner and a Public Housing Agency (PHA).

### **Section 8 New Construction / Substantial Rehabilitation Program**

The rents of some of the residential units are subsidized by HUD under the Section 8 New Construction ("New Construction"), Substantial Rehabilitation ("Substantial Rehabilitation") and/or Loan Management Set-Aside ("LMSA") Programs. All such assistance is "project-based", i.e.; the subsidy is committed by HUD for the assisted units of a particular Mortgaged Property for a contractually determined period.

The New Construction and Substantial Rehabilitation Programs provide rental assistance in connection with the development of newly constructed or substantially rehabilitated privately owned rental housing financed with any type of construction or permanent financing, including the applicable FHA Multifamily Mortgage Insurance Programs.

### **Section 202 - Elderly Housing**

HUD provides capital advances to finance the construction, rehabilitation or acquisition with or without rehabilitation of structures that will serve as supportive housing for very low-income elderly persons, including the frail elderly, and provides rent subsidies for the projects to help make them affordable.

HUD provides interest-free capital advances to private, nonprofit sponsors to finance the development of supportive housing for the elderly. The capital advance does not have to be repaid as long as the project serves very low-income elderly persons for 40 years.

## **Public Housing**

Public housing was established to provide decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. Public housing comes in all sizes and types, from scattered single family houses to high-rise apartments for elderly families. There are approximately 1.2 million households living in public housing units, managed by some 3,300 HAs. The U.S. Department of Housing and Urban Development (HUD) administers Federal aid to local housing agencies (HAs) that manage the housing for low-income residents at rents they can afford. HUD furnishes technical and professional assistance in planning, developing and managing these developments.

## **Description of Numbers**

- All numbers related to Housing Units and population are based off of 2008 estimates by the Census Bureau. The information regarding housing assistance was taken from [www.huduser.org](http://www.huduser.org) – A resource for housing assistance research.
- The numbers are taken from whole counties, not individual Housing Authorities – For instance, the Brown County numbers include the Green Bay Housing Authority, Brown County Housing Authority, and the De Pere Housing Authority.
- The Voucher totals include Housing Choice Vouchers and vouchers from the Section 8 Moderate Rehabilitation Program. The Moderate Rehabilitation Program was discontinued in 1991, and is not a significant portion of any voucher totals. The Moderate Rehabilitation program still funds existing projects, but no new projects are initiated.
- Counties were selected based on population, but no other factors. The largest 9 counties in Wisconsin were used for the state table, and Counties with an estimated population between 235,000 and 255,000 were used for the national table.

## **Conclusion**

When compared to counties of similar size, Brown County has a similar total number of assisted housing units.

Brown County does rely on vouchers for a larger percentage of assistance than the other counties, but this has been a conscious decision based on the advantages of vouchers over other forms of assisted housing.

# Facility and Park Management

## Overview

April 29, 2010

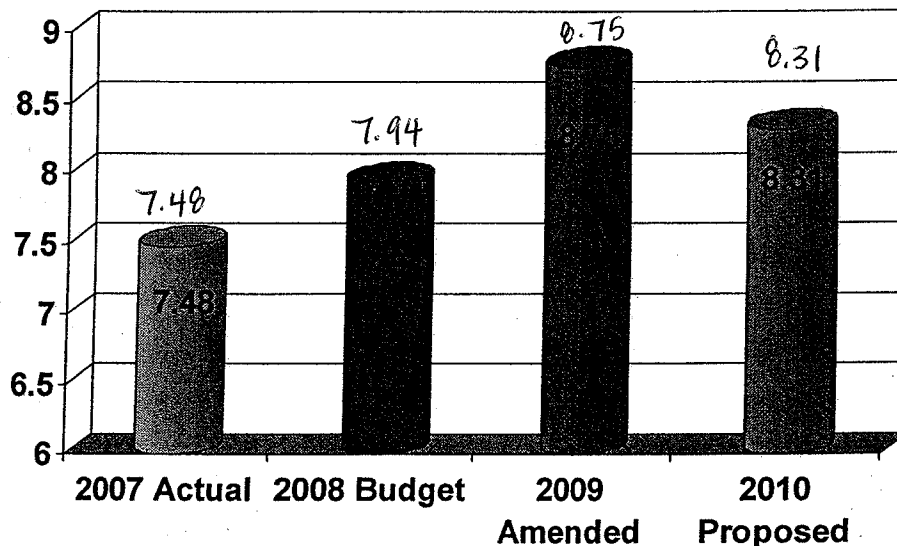
## Mission Statement

The purpose of the Brown County Facility and Park Department is to provide the highest quality and value in Facility Management services required to meet county government facility needs while utilizing the most efficient and cost-effective business practices and to enrich the quality of life in Brown County through a comprehensive system of open space and outdoor recreational facilities with an emphasis on natural resources, recreation and outdoor education.

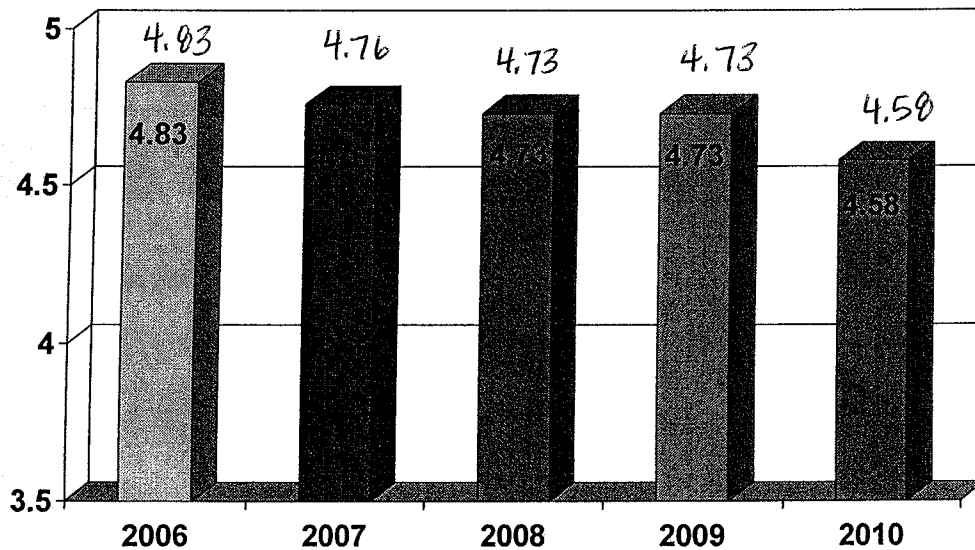
# Program Description

The Facility and Park Department provide Facility Management services to Brown County organizations in 29 Brown County buildings encompassing 1.4 million gross square feet and operates 18 parks, recreation areas, and natural areas comprised of over 3,600 acres.

## Budget Status (millions)



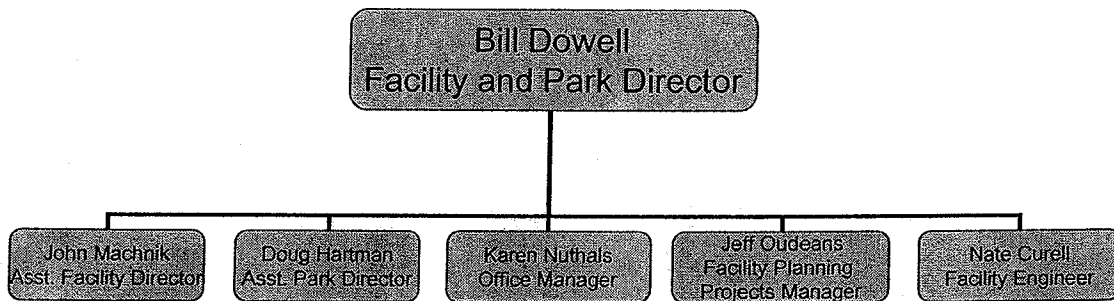
## Levy Trends (millions)



## 2010 Policy Initiatives

- Brown County Sustainability Plan
- Long-Range Facilities Strategic Plan
- Parks Sustainability Plan

# Organizational Chart



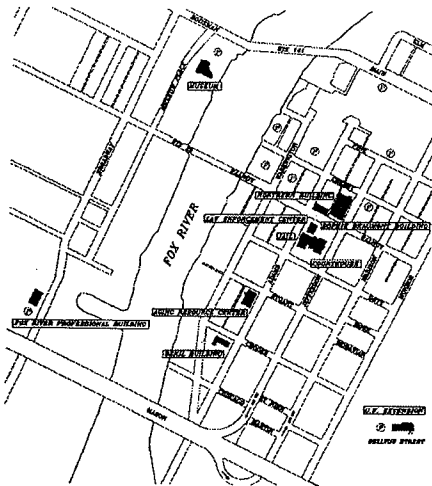
## Facility Services

- Facility planning and engineering
- Project management
- Energy management and climate control
- Preventative maintenance
- Repair and emergency services
- Housekeeping
- Grounds maintenance
- Vehicle maintenance
- Building security and lock services
- Mail
- Records management
- Copy center services

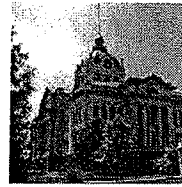
Services are monitored through a computerized facilities management program to assure control of priorities and efficient labor utilization.



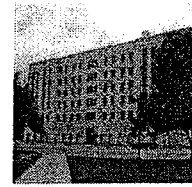
# List of Buildings ~ Facilities



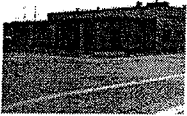
Sophie B



Court House



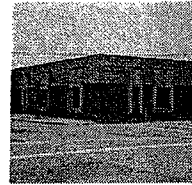
Northern Building



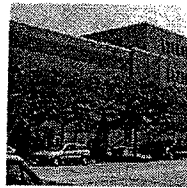
Denil



Law  
Enforcement



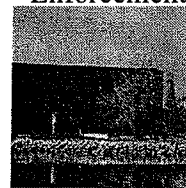
Aging Resource



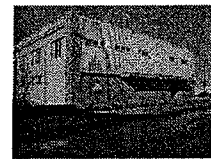
Work Release



UW-Extension

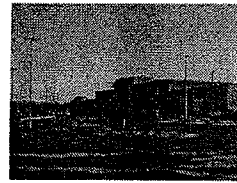
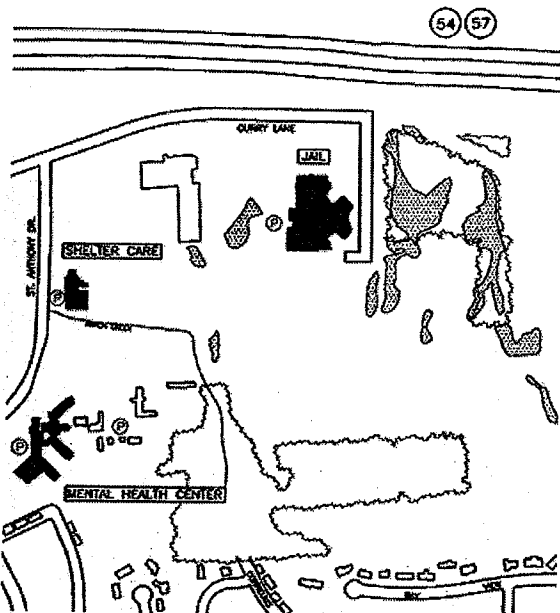


Neville Museum

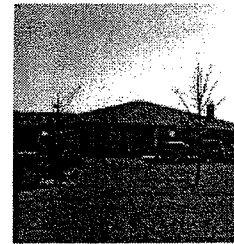


Fox River  
Professional

# List of Buildings ~ Facilities



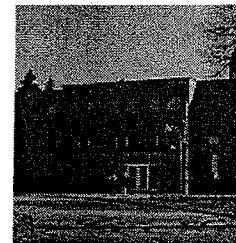
Jail



Shelter Care



CTC



Mental Health  
Center



911 Comm  
Center

# Brown County Building Summary

Depart	No Of Bldgs	Sq Ft	With BC Elect	KWHrs	With BC Gas	Therms
Airport	20	320,881	11	5,652,166	6	120,511
FM	22	882,303	17	10,208,244	17	672,216
Golf	14	18,323	4	392,459	2	23,024
Highway	25	208,807	16	445,394	8	84,934
Libraries	9	155,339	7	2,462,093	7	88,031
NEW Zoo	27	39,320	27	551,848	12	20,044
Parks	60	365,110	35	427,246	9	17,544
Port/SolWst	12	56,616	6	890,662	2	24,316
Syble	4	68,242	3	664,234	2	37,007
Lighting	NA	NA	NA	62,132	NA	NA
Total	193	2,114,941	126	21,447,467	65	1,259,135



## Park Activities

- Resource management
- Educational programs
- Wildlife observation and nature study
- Boat launching/fishing
- Picnic grounds
- Playgrounds
- Pet exercise area
- Disc golf course
- Shelter rentals
- Festivals/special events including the county fair
- State recreational trails
- Rifle Range
- Trails for hiking (47 miles), mountain biking, cross country skiing (22 miles), equestrian (26 miles) and snowmobiling (192 miles)
- Lease agreements for Triangle Ski Hill, National Railroad Museum, Arena/Expo/Resch Center, Packers practice field
- Camping

## Park Areas

- Barkhausen Waterfowl Preserve
- Bay Shore Park
- Brown County Fairgrounds
- Brown County Park
- Brown County Rifle Range
- Fonferek's Glen
- Fox River State Recreational Trail
- Lily Lake Park
- Mountain Bay State Recreational Trail
- Neshota Park
- Pet Exercise Area
- Reforestation Camp
- St. Francis Park
- Suamico Boat Landing
- Way-Morr Park
- Wequiock Falls
- Wrightstown Park

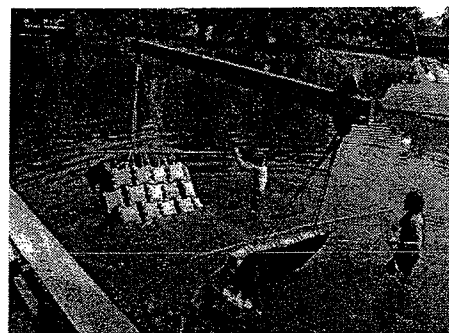
**BROWN COUNTY PARK LOCATIONS**

▲ Park

North Arrow

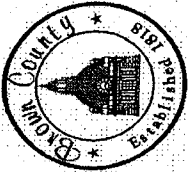
Scale: 1 inch = 10 miles

Map showing the locations of 100 numbered parks in Brown County, Wisconsin. The map includes major roads, towns, and geographical features. The legend indicates that a triangle symbol represents a park. The map is titled "BROWN COUNTY PARK LOCATIONS".

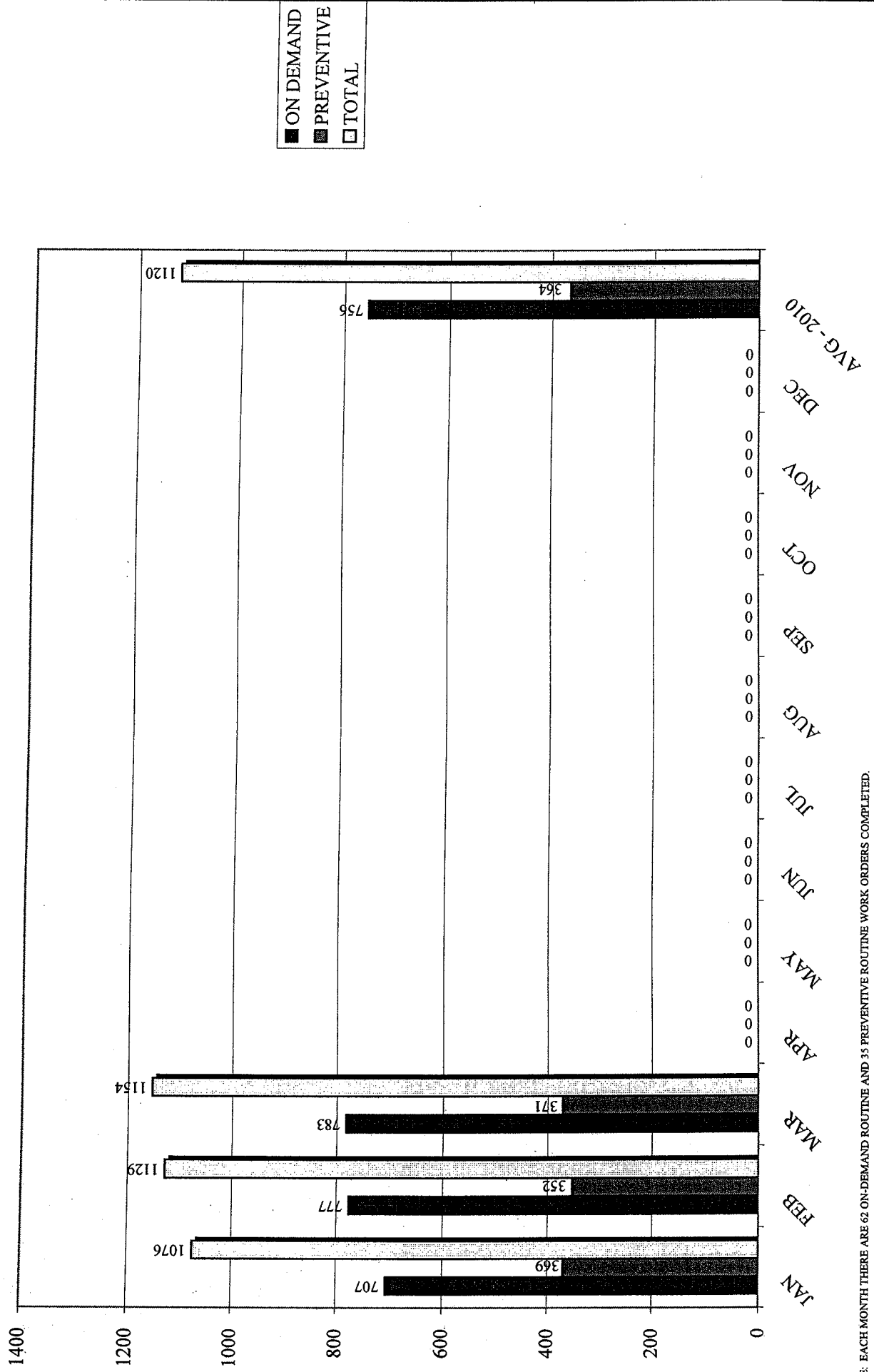


## **FACILITY MANAGEMENT SUMMARY FIRST QUARTER 2010**

- Demand and Preventive Maintenance work orders
- Service Assessment Feedback
  - Chart of 5 questions
  - Customer comments
- Safety program audit and review
  - Hazard Communication - updated MSDS books, develop a data base
  - Confined space - reviewing potential hazards for labeling and training needs
  - Job Safety Instruction – Focus on potentially hazardous tasks
  - Lockout/Tagout – Working on CTC
- FOE audits of 10 buildings
  - General energy is doing a more detailed analysis of FOE audits
  - Low hanging fruit - timers on water heaters/circ pumps, motion sensors/timers on lighting, replacing less efficient lighting
- Energy Star Certifications
  - Better than 75% of buildings in national database
  - Sophie Beaumont - PE is reviewing data
  - Northern Building - Submitting data to PE
  - Courthouse - requires sub-metering to separate from the WRC and LE
  - Identify additional building for this year
- Operations Projects
  - Judge Naze memorial bench
  - Museum fountain repair
  - Cost allocation plan
  - Laundry operation outsourced
  - UMS Dept numbers
  - A/C for IS closets
- LEAN Efforts
  - Trash/Paper collection - Housekeeping
  - Northern Building mail delivery redesign – Document Center
  - Both to receive recognition at May 6<sup>th</sup> LEAN Steering Committee meeting



# FACILITY MANAGEMENT WORK ORDERS QUANTITY - 2010



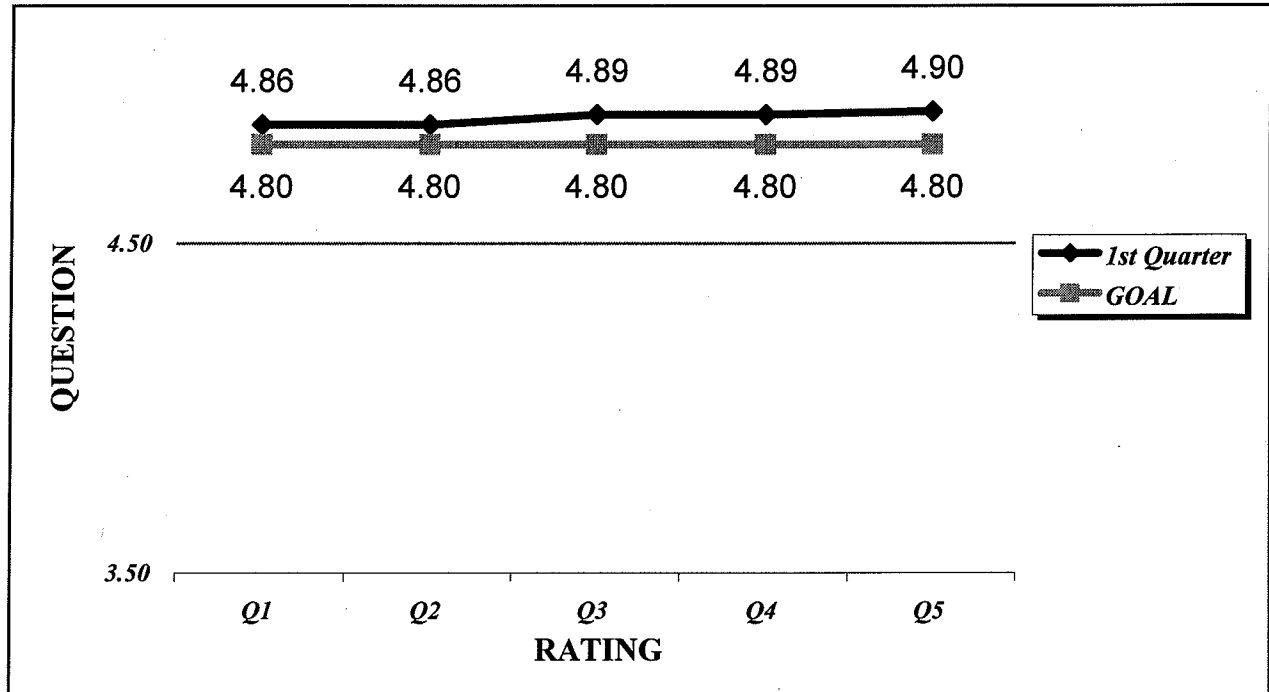
NOTE: EACH MONTH THERE ARE 62 ON-DEMAND ROUTINE AND 35 PREVENTIVE ROUTINE WORK ORDERS COMPLETED.



## FACILITY MANAGEMENT SERVICE ASSESSMENT - 1st Quarter 2010

2010 GOAL = 4.80

2010 YTD = 4.88



### QUESTIONS ASKED

- Q1- Was your service request responded to in a timely manner?
- Q2 - Did the facilities staff present themselves in a professional manner?
- Q3 - Did the facilities staff complete the work efficiently?
- Q4 - Was the work request completed to your expectations?
- Q5 - Overall, how would you rate the services provided to you by the Facility Management Department?

Survey cards are issued to the person requesting service. Facility Management takes great pride in providing the highest level of service. These survey cards have been an exceptional tool to increase our efficiency and productivity.

## **SERVICE ASSESSMENT COMMENTS**

- 1. Perfect as usual.**
- 2. These ladies are "ANGELS" to our department.**
- 3. Great guys; they really know their stuff!**
- 4. Appreciate you guys; good job!**
- 5. The Facility Team out here has been excellent to work with & they do conduct follow ups to make sure everything is ok!**
- 6. Thanks for all the help! Greatly appreciated! Some area's need to be dusted yet; overall wonderful!**
- 7. Doctor spilled some coffee & Karen & Jewel responded immediately. They also cleaned a few other spots; going above & beyond! Did a great job!**
- 8. Excellent job Greg! Thanks for all the help!**
- 9. WELL DONE; especially considering the personal tragedy (death in the family) and low staff.**
- 10. Kim did a wonderful job dusting & vacuuming in clerical area which hardly ever gets done!**
- 11. Awesome job! I don't think Mike & Greg knew what they were getting themselves into!**
- 12. Could you let Greg know that Judge was very pleased with the work he did and appreciates it very much!**
- 13. Mike always does an outstanding job at the JAIL/WRC. He's prompt & friendly.**
- 14. Mike is a great asset to the staff at the WRC.**



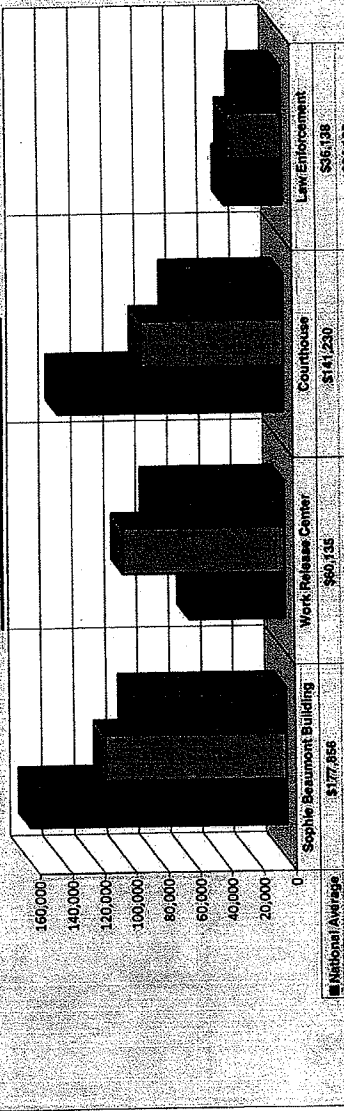
## Brown County Energy Audit

Table SR-1: Summary of Recommendations

[Sorted by Building]

ECH Information													Energy Savings			Surface Payback			Environmental Impact		
Location	ECH No.	Focus on Energy Recs. No.	ECH Description	Implementation Recommendation	Project Cost (\$)	kWh/Year	\$/Year	Therms/Year	\$/Year	Total Savings (\$/Year)	Simple Payback (Years)	lbs of CO2	lbs of NOx	lbs of SO2	mg of Hg						
Sophie Beaumont Building	SR-1	1	Air Conditioning Economizer	In operation																	
	SR-2	2	Boiler Controls - Outdoor Air Reset/Out	In operation																	
	SR-3	3	Building Scheduling	Recommended	3,300	22,782	988	1,282	1,008	1,998	1.7	65,500	117	205	387						
	SR-4	4	Hot Water Subcool	Recommended																	
	SR-5	5	Replace 30W F20T8 with 25W T8 Lamps	Recommended	8,977	23,482	2,570			2,570	3.5	51,941	94	211	399						
	SR-6	6	Minimum Temperature Setting	Recommended																	
	SR-7	7	Modulating Boiler	Not Recommended																	
	SR-8	8	Occupancy Based Outside Air System	Recommended	15,500	24,169	2,145	2,614	2,038	4,184	3.7	84,048	149	218	411						
	SR-9	9	Chiller Optimization Controls	Recommended																	
	SR-10	10	Lineageless Boiler Controls	Recommended	12,200				1,343	1,047	1,047	11.7	15,727	27	-	-					
	SR-11	11	Install Variable Frequency Drives on AHUs	Recommended	7,500	20,320	1,238			1,238	6.1	46,370	82	185	349						
	SR-12	12	Install Variable Frequency Drives on HW Pumps	Recommended	3,200	21,075	1,035			1,035	3.1	48,597	84	190	358						
	SR-13	13	Replace 34W T12 U-Tube Fixtures	Recommended	12,556	15,890	1,869			1,869	6.9	35,000	63	143	269						
	SR-14	14	Install New Tool	Recommended	92,400				2,258	1,782	2,258	92.4	28,441	45	-	-					
Sophie Beaumont Building Total					155,582	127,668	9,788	7,507	5,856	15,642	9.3	370,624	662	1,151	2,174						
Work Release Center	WR-1	1	Air Conditioning Economizer	In operation																	
	WR-2	2	Boiler Controls - Outdoor Air Reset/Out	In operation																	
	WR-3	3	Building Scheduling	Recommended, Inc in WR-6																	
	WR-4	4	Convert Pneumatic HVAC Controls to DDC	Recommended, Inc in WR-6																	
	WR-5	5	Recommissioning	Recommended, Inc in WR-6	125,100	59,841	4,714	9,449	6,903	11,517	10.3	242,556	428	539	1,017						
	WR-6	6	Energy Management System	Recommended																	
	WR-7	7	Exhaust Air Heat Recovery	Not Recommended	5,300	50,941	3,136			3,136	1.7	110,641	200	450	851						
	WR-8	8	Replace 30W F20T8 with 25W T8 Lamps	Recommended																	
	WR-9	9	Minimum Temperature Setting	In operation	18,600	17,749	1,388	1,224	882	2,270	8.2	53,576	96	160	302						
	WR-10	10	Occupancy Based Outside Air System	Recommended																	
	WR-11	11	Chiller Optimizabator Controls	Not Recommended	3,201	17,585	1,102			1,102	3.4	38,883	70	158	299						
	WR-12	12	Replace 34W T12 U-Tube Fixtures	Recommended	182,771	145,217	10,340	10,673	7,585	18,025	8.5	446,055	794	1,307	2,469						
Work Release Center Total					1,800	21,600	1,305			1,305	1.4	47,758	86	184	367						
Courthouse	CH-1	1	Air-cooled Chiller System Tune-up	Recommended																	
	CH-2	2	Air Conditioning Economizer	In operation																	
	CH-3	3	Boiler Controls - Outdoor Air Reset/Out	In operation																	
	CH-4	4	Boiler Tune-up	In operation																	
	CH-5	5	Building Scheduling	Recommended, Imp by CH-13 & 14																	
	CH-6	6	Custom HVAC Measure - Occupancy Sensors	Recommended, Inc in CH-5																	
	CH-7	7	Convert Pneumatic HVAC Controls to DDC	Recommended, Inc in CH-8	128,100	78,525	5,556	4,846	3,488	9,345	13.7	222,576	415	716	1,352						
	CH-8	8	Energy Management System	Not Recommended																	
	CH-9	9	Exhaust Air Heat Recovery	In operation																	
	CH-10	10	Hot Water Subcool	Recommended																	
	CH-11	11	Minimum Temperature Setting	Recommended	5,018	12,573	1,437			1,437	3.5	27,769	50	113	214						
	CH-12	12	Replace 30W F20T8 with 25W T8 Lamps	In operation																	
	CH-13	13	Install Occupancy Sensors	Recommended	1,432	9,130	583			583	2.5	20,166	37	82	155						
	CH-14	14	Occupancy Based Outside Air System	Recommended	21,700	19,891	1,719	2,016	1,451	3,170	6.8	67,596	120	178	338						
	CH-15	15	Reheat Operation of Exhaust System	In operation																	
	CH-16	16	Chiller Optimization Controls	Not Recommended																	
	CH-17	17	Install Variable Frequency Drives on AHUs	Recommended	10,500	15,717	949			949	11.1	34,750	63	142	267						
	CH-18	18	Reheat 34W T12 U-Tube Fixtures	Recommended	15,516	19,766	2,259			2,259	6.9	43,707	79	178	338						
Courthouse Total					1,200	7,550	482			482	2.6	18,914	31	69	130						
Law Enforcement Center	LE-1	1	Air-cooled Chiller System Tune-up	Recommended																	
	LE-2	2	Building Scheduling	In operation																	
	LE-3	3	Convert Pneumatic HVAC Controls to DDC	Recommended, Inc in LE-5																	
	LE-4	4	Hot Water Heating System Control	Recommended	8,820	31,795	2,141			2,141	910	740	11.9	10,656	18	-					
	LE-5	5	Energy Management System	Recommended	138,300	13,795	900			900	1,381	3,502	39.2	61	286	541					
	LE-6	6	Replace 30W F20T8 with 25W T8 Lamps	Recommended	3,143	7,874	900			900	8.3	17,693	32	71	134	244					
	LE-7	7	Occupancy Based Outside Air System	Recommended	9,300	6,467	584			584	7.4	8,466	14	31	58	110					
	LE-8	8	Reheat Variable Frequency Drives on AHUs	Not Recommended	4,500	4,295	259			259	17.4	6,466	12	28	53	103					
	LE-9	9	Reheat 34W T12 U-Tube Fixtures	Recommended	2,440	3,088	353			353	3.9	8,639	16	35	67	129					
Law Enforcement Center Total					168,703	61,170	4,989	3,545	2,837	7,326	23.0	176,738	316	551	1,046						
TOTALS (all 4 Facilities)					961,222	\$12,459	38,933	28,587	21,118	60,051	11.91	1,407,800	2,622	4,612	8,712						

## Utility Cost Savings Summary



HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

To: Administration Committee

Fr: Debbie Klarkowski  
Human Resources

Ref: Human Resources Update

Date: April 28, 2010

New Personnel:

Lynn Vanden Langenberg officially joined the Human Resources Department as the Organizational Development Coordinator. Lynn's primary role as Organizational Development Coordinator is to manage the County's continuous improvement (LEAN) initiative; including training of County staff, developing an action plan for tracking, analyzing and reporting return on process improvement initiatives, and identifying county-wide improvement opportunities. Lynn continues to work on the new system implementation and will also be assigned projects that include organizational structure changes, such as the centralization of accounting functions.

Penny Kohlman joined the Human Resources Department as the Benefits and Compensation Manager. Penny is responsible recommending and implementing approved benefit plans and policies and supervising the administration of existing plans, assuring through audits and reports that the County's benefit programs are consistently administered and in compliance with County policies and government regulations.

Activities:

Health/Dental/Pharmacy Benefits:

Currently there is an RFP posted on the County's website for services for Health, Dental and Pharmacy Benefits. Information must be submitted by June 1, 2010. This RFP for services is for January, 2011 implementation.

Safety and Occupational Health:

The Safety Consultant continues to work with various county departments on establishing the framework for a cross agency safety compliance system. This system will be designed to meet the compliance requirements for the Department of Transportation, Environmental Protection Agency and Occupational Safety and Health Administration (OSHA). Supervisors will be trained to assist department managers to develop and maintain safe procedures for all areas. All areas and jobs will be assessed for hazards and plans to eliminate or reduce hazards will be established.

Benefits System Conversion and Kronos Timekeeping System Projects:

Implementing the Kronos Timekeeping System continues to be the focus for 2010 with the Community Treatment Center scheduled for implementation later this year. Resources from the department are assigned to the projects for the remainder of the year.

Bargaining continues for all units for 2010 and 2011 settlements.



